



School Nutrition Programs

This institution is an equal opportunity provider.

This weekly newsletter from the Indiana Department of Education (IDOE) is dedicated to providing education, training, and technical assistance opportunities to school nutrition professionals, helping to ensure seamless operations for those participating in the U.S. Department of Agriculture's (USDA's) Child Nutrition Programs. If you are the food service contact for your school or facility, please be certain that everyone on your team has access to this important information.

Tip of the Week

Local Charging Procedure

Local meal charging procedures should be used to help limit the amount of unpaid meal debt that food service incurs. The procedure should be followed as written, but districts can dictate the parameters. Make sure site staff are aware of and following the procedure. If the procedure specifies a limit to the amount a child can charge, cashiers, at the point of service, need to follow that guideline. To review your procedure, check out this [meal charging procedure checklist](#) from USDA and [IDOE's financial management webpage](#) for more information. Local meal charging procedures do not have to be board approved, but administrative input and support should be considered when determining limits.

Important Updates

Past Due: Annual Financial Report (AFR)

The AFR for program year 2025 was due Friday, September 5. If you have not submitted your AFR, please submit the report in CNPweb to avoid a hold on future claims. If you require an extension to complete the report, please contact scnfinance@doe.in.gov and include your sponsor number and AFR in the subject line.

Caffeine Concerns

IDOE has received a number of calls from concerned parents regarding caffeinated beverages. While Smart Snacks requirements do not have a limit to the amount of caffeine that a beverage can have, NSLP operators are encouraged to determine if a caffeine limit would be best for your student population. The decision should then be written into the local wellness policy as a guideline for the entire district.

As a reminder, caffeinated beverages are not allowed to be sold to students in grades K-8. Students in grades 9-12 may be offered caffeinated beverages that meet the Smart Snacks beverage nutrition requirements. Points of sale with overlapping grade groups must follow the requirement for the lowest grade level. See the [Guide to Smart Snacks in Schools](#) for more information.

September is National Food Safety Education Month

Food allergen awareness has become a critical component of food service management. Allergies occur when the immune system mistakenly identifies a harmless food protein as a threat, leading to reactions that can range from mild symptoms, such as hives or gastrointestinal discomfort, to severe and potentially life-threatening conditions like anaphylaxis. Given the serious nature of these reactions, it is essential for food service staff to prioritize allergen awareness to ensure the safety and well-being of students. The recently updated Indiana Food Code, specifies that the person in charge (kitchen manager) and food service staff should be allergen aware and that signage must be publicly posted regarding the potential allergens found in the food served. See resources below to train your employees.

- [Remembering Caitlin](#) (video link)
- [Allergen Awareness](#)
- [Food Safety Spotlight: Food Allergies](#)
- [Managing Food Allergies](#)
- [Allergen Sign by Item Template](#)
- [Allergen Sign by Menu Template](#)

Free Webinar: The Food Allergy Academy at Food Allergy Research & Education (FARE) is hosting *From Emergency to Every Day: Best Practices for Managing Food Allergies in Schools* on Monday, September 22, at 1 p.m. ET. Find more information and register [here](#).

National School Lunch Week (NSLW) is Coming

NSLW 2025 is Monday, October 13, through Friday, October 17. This year's theme is Taste the World: Your School Lunch Passport. Start planning now for incorporating global flavors into your menus that week. The School Nutrition Association has [graphics and other resources](#) available to help celebrate. If you are already planning a celebration, please let your field specialist know.

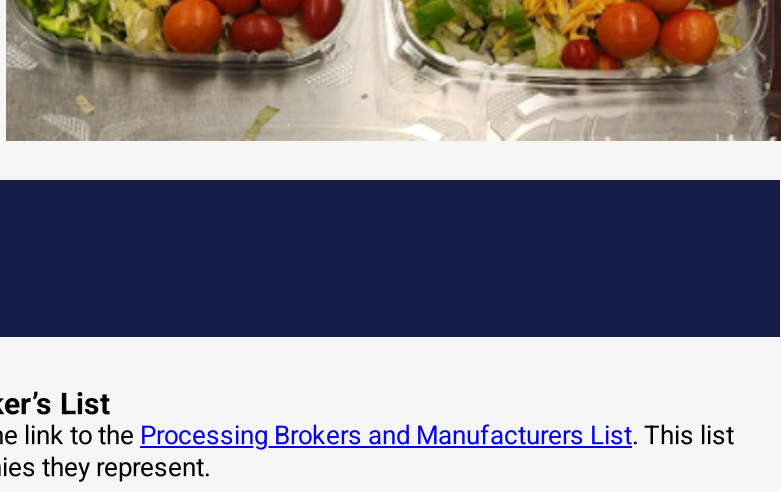
Farm to School

Food Day Apparel Ordering Portal

Want to spread the word for your Indiana Food Day far and wide? Order Food Day apparel [here](#)! Orders and payments are managed through the apparel website. If you need the branded graphics to order apparel through another company, please email f2s@doe.in.gov.

School Highlight

Pike Central High School has been making great strides with its farm to school program. The school's garden beds have been flourishing, with eight beds fully established and producing a variety of cool-weather and summer vegetables. Students have been actively involved in planting an assortment of crops, including bell peppers, tomatoes, potatoes, berries, herbs, and leafy greens. The gardens have already yielded a harvest of about five pounds of lettuce, which was put to good use in the culinary, hospitality, and nutrition classes. In coordination with the Harvest of the Month program, they recently served their corn on the cob recipe that can be found [here](#).



USDA Foods

Updated Processing Companies and Manufacturers Broker's List

Do you need to contact your processing company brokers? Here's the link to the [Processing Brokers and Manufacturers List](#). This list contains Broker contact information and the corresponding companies they represent.

Direct Delivered (Brown Box) USDA Foods

IDOE has opened the FDP link in [CnpWeb](#). Schools may now recertify for FDP once their application is in pending approval status for SNP. Schools must follow the steps listed below in the recertifying for USDA Foods section.

Recertifying for USDA Foods

Your school's SNP application must be in pending approval before you can be approved for FDP.

Login to [CNPweb](#) and go to FDP.

- Read the update and message screen, then scroll to the bottom and click "continue."
- Click "Program Year 2026" in the upper right corner.
- Go to the applications tab and then click the "Edit" link.
- Verify and/or update the address and contact information.
- Ensure that a 24-hour access phone number (such as a mobile phone number) is entered.
- Scroll down to box 29 in the verification section and place a checkmark in the box.
- Click the submit button and your account should be pending approval.
- IDOE will approve your account if all requirements are met.

If your account has the following message, "You do not currently have a NSLP information sheet for Program Year 2026 in a Pending Approval or Approved status. You must complete the enrollment process for the National School Lunch Program before your FDP information sheet can be Certified and Approved," your school still has tasks that need to be completed under SNP.

Department of Defense (DoD) Fresh Fruits and Vegetables Program Funds

DoD allocations and sites have been entered into the Fresh Fruits and Vegetables Order Receipt System ([FFAVORS](#)). Schools must complete the e-Authentication process by creating a [FFAVORS](#) account if not previously done. Following this action, the Defense Logistics Agency (DLA) will create a profile in order for the school to begin placing produce orders. As a reminder, schools must enter their Department of Defense (DoD) Program receipts into the Fresh Fruits and Vegetables Order Receipt System ([FFAVORS](#)) within two calendar days after the produce is delivered to your school.

USDA Foods Recipes

Use your USDA Foods frozen [sweet potato crinkle fries](#) for this [baked sweet potato fries](#) recipe. This recipe may need to be adjusted to meet serving sizes and meal patterns.

Procurement

New Resources

There are several new and updated documents for procurement. Visit our procurement website, [here](#). Ensure that the SFA is completing forms that explicitly state that the FSMC should not complete them.

Training and Webinar Opportunities

September Webinars

- Allowable Costs, Tuesday, September 23, at 10 a.m. ET.
- Verification Preparation, Tuesday, September 23, at 2 p.m. ET.
- Harvest to Lunchroom for Indiana Food Day, Thursday, September 25, at 2 p.m. ET.
- Traditional Verification Methods, Tuesday, September 30, at 10 a.m. ET.

Read more about these topics and register [here](#).

Please note: Artificial Intelligence (AI) notetakers must be disabled when attending an online training webinar or meeting hosted by IDOE's School and Community Nutrition team. For more information, view our AI policy [here](#).

Reminders

September is National Food Safety Education Month!

Each week, we will highlight a training topic to discuss with your staff. The updated [Indiana Food Code](#) specifies there must be signage at all handwashing stations utilized by food service staff that informs employees to wash their hands before returning to work. That includes restrooms and kitchen hand washing stations. See resources below to train your employees on the importance of hand washing in food service.

- [Handwashing Short](#) (video file)
- [Handwashing Fact Sheet](#)
- [Effective Handwashing](#)
- [When to Wash Your Hands](#)
- [Handwashing Signage](#) option 1
- [Handwashing Signage](#) option 2

Updates from Our Partners

Food for Health Education Summit

Purdue University Center for Community Health Enhancement and Learning along with the American Dairy Association Indiana present the Food for Health Education Summit, where experts will explore how food and equitable access shape chronic disease prevention, management, and overall health throughout the lifespan. Together, we'll examine the connections between nutrition, wellness, and the unique health goals of Hoosiers — from early life through older adulthood — and discuss actionable strategies to build healthier communities across Indiana. Speakers include Dr. Gayle Shipp and Dr. Jerome Adams. Tuesday, September 16, from 9 a.m. to 2 p.m. at Beck Agricultural Center in West Lafayette. Register [here](#).

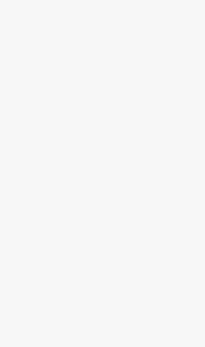
Indiana School Nutrition Association (ISNA) Annual Conference

ISNA is excited to be hosting the 2025 Annual Conference Wednesday, November 5, through Friday, November 7, at the French Lick Resort in beautiful southern Indiana! This year's conference will feature a great lineup of engaging speakers to equip you with the tools and knowledge to excel in school food service. You do not have to be a member to attend! Find more information and register [here](#).

Upcoming Dates



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| Tuesday September 23 at 10 a.m. ET | Allowable Costs Webinar |
| Tuesday, September 23 at 2 p.m. ET | Verification Preparation Webinar |
| Monday, September 29 | Final claim day for July Claims |
| Tuesday, September 30 at 10 a.m. ET | Traditional Verification Methods Webinar |



Additional Resources

[School Nutrition Programs Calendar](#)
[IDOE's Nutrition Webpage](#)
[CNPweb](#)